

USAID Namibia

Vacancy Announcement

2015/02

September 3, 2015

POSITION: HUMAN RESOURCES (HR)/TRAVEL ASSISTANT (FSN-08)

OPEN TO: All Interested Namibian Candidates

OPENING DATE: September 3, 2015

CLOSING DATE: September 27, 2015

WORK HOURS: Full-time; 40 hours/week

USAID is seeking an energized and innovative Namibian to join its team of development specialists in Namibia. In collaboration with the Government of Namibia and other public and private organizations, the USAID Office oversees a wide range of development activities within the country. This position requires that the applicant be highly motivated and able to cope with working in a fast-paced environment.

BASIC FUNCTION OF THE POSITION

The incumbent will be responsible for, but not limited to the following duties:

1. Administers the USAID/Namibia HR staffing function by completing and processing the full range of personnel actions for American, Namibian, and Third Country National personnel for review and approval by the Regional Executive Officer.
2. Provides guidance, advice, and assistance to employees on HR matters, local social security benefits, retirement, health benefits plans, recruitment, appointment of local staff, termination, leave, and other personnel matters. Incumbent must stay current on local labor practices and social security laws and regulations.
3. Reviews local staff contract procurement requests for completeness, the presence of necessary technical information, evaluation criteria, and appropriateness as an employee, conferring with the originator to answer any questions regarding requirements prior to initiating recruitment activities.
4. Performs the full range of personal service contracting for local staff, including all necessary pre-award documentation such as medical and security clearances.
5. Provides new personnel orientation including guidance in the completion of required forms for benefits and benefit enrollment. Orients new employees to the structure of the USAID office and protocols including working hours, leave benefits, and the core values of USAID.
6. Ensures annual personnel evaluations of Office personnel are accomplished by the anniversary or other appropriate date by maintaining a current file on when evaluations and annual step increases are due.
7. Prepares travel authorizations for international and domestic travel, based on approved travel requests; ensuring that authorizations comply with applicable regulations, fiscal data is correct, and clearances/approvals have been obtained; maintains records for accountability/audit purposes.

8. Monitors Travel Agency operations to ensure compliance with USAID procedures and regulations. Provides guidance/instructions and sets priorities with regard to the functions to be performed, which are to be completed in the most responsible, equitable and expeditious manner.
9. Fosters strong relationships with USAID/Namibia staff by proactively providing guidance on complex travel regulations and providing clients accurate and complete information regarding travel and transportation regulations.

Required qualifications and skills:

- Matric Certification (or completion of high school) is required. Possession of a collegiate degree in personnel administration or administrative management is highly desirable.
- A minimum of three years of progressively responsible experience in the field of HR Administration is required. Experience in travel work is desired.
- Level IV (Fluent) in English Speaking/Reading/Writing is required.
- Excellent communication skills, initiative, discretion, and organization skills, interpretation of guidelines and analytical skills are necessary to accomplish different work situations in a timely manner.
- Must have the ability to deal tactfully and diplomatically with U.S. and local USAID, Embassy, and other interagency personnel; implementing partners; GRN officials; and representatives from the local travel industry.
- Strong English writing skills and familiarity with spreadsheet programs and word processing required and general familiarity with computers and programs in use by USAID. Ability to work under pressure, solve problems, and identify courses of action is essential.

APPLICATION SUBMISSION GUIDELINES

Interested applicants should submit the following **by e-mail only** to the attention of the Regional Executive Officer, USAID/Namibia, Windhoek, Namibia: (1) a signed cover letter expressing interest in the position; (2) a completed DS-174; and (3) a current CV.

All application materials, including any relevant supporting documentation, should be scanned (using Adobe Acrobat PDF format) and sent to windhoekhr@usaid.gov by **12:30 p.m. (local Windhoek time), September 27, 2015**. **Please note that no applications received after the deadline will be considered and that hard copy applications will not be accepted.** Only short listed candidates will be contacted.

The U.S. Mission in Namibia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: OMUJAHRE (Acting Human Resources Assistant, USAID/Namibia)
Cleared: MDAUSSES (Regional Executive Officer, USAID/Namibia)